



*American Embassy
Consular Section, Nonimmigrant Visa Unit
Manila, Philippines*

Dear Sir/Madam:

The Nonimmigrant Visa (NIV) Unit of the U.S. Embassy requires that all manning agencies first be accredited before being able to submit C1/D visa applications on behalf of Philippine seafarers. The first step in the accreditation process requires manning agencies to submit all of the documents requested in this registration packet (nine pages including this cover letter). Upon receipt of the requested documents, the Embassy will conduct a review whereupon a decision will be made to grant or deny accreditation. If a decision is made to extend to your agency the privilege of being able to submit visa applications on behalf of seafarers, your agency will be assigned a unique agency code, which must be used on all subsequent correspondence with the Embassy. Agencies denied accreditation will be informed in writing of our decision. Accreditation by the Embassy is a privilege, and can be revoked at any time at our discretion. Attached to this letter you will find several documents, which describe and exemplify current requirements and procedures in the C1/D visa application process.

- **REQUEST FOR INFORMATION FROM MANNING AGENCIES:** Please submit the requested information in duplicate.
- **C1/D VISA APPLICATION PROCEDURES FOR SEAFARERS:** This document outlines current application procedures.
- **REQUIRED DOCUMENTS FOR SEAFARER C1/D VISA APPLICATIONS:** This document outlines current documentary requirements for seafarer visa applications.
- **GUARANTEE LETTER FORMAT:** All manning agency guarantee letters must be submitted in a standardized format. For a complete explanation of the required format, please see the following attached documents: GUARANTEE LETTER FORMAT, GUARANTEE LETTER EXAMPLE, and GUARANTEE LETTER EXPLANATION OF FIELDS.
- **CONTACT INFORMATION AND EMBASSY 2003 HOLIDAY SCHEDULE:** This document lists the embassy's point of contact for matters relating to manning agencies and seafarers as well as our holiday schedule for the current year.

Thank you for your cooperation.

Sincerely,

Chief
Nonimmigrant Visa Unit

*American Embassy
Consular Section, Nonimmigrant Visa Unit
Manila, Philippines*

REQUIRED DOCUMENTS FOR SEAFARER C1/D VISA APPLICATIONS

1. **Application form (DS-156, DS-157):** Completely filled out, signed and dated by the seafarer, with one 2" x 2" photo against a white background, signed on the reverse, and glued, not stapled, to the application. A bank validation stamp on the DS-156 or DS-157 showing payment for the visa application fee must be evident.

- a) The manning agency should carefully check seafarer applications prior to submission to ensure that the form has been filled out correctly and completely. Incomplete applications will routinely be denied, to the inconvenience of all parties concerned.
- b) Seafarer applicants must list on their application everything they have been doing since reaching the age of 21, complete with relevant dates. This includes school, self-employment, helping with the family business or farm, and employment with an organization or business. For any periods of unemployment, applicants must describe how they supported themselves. Use an additional sheet of paper if necessary.

Example:	1995-1996	Helped in family-owned fish farm in Cebu
	1997	Unemployed (supported by spouse)
	1998 to present	Worked as seafarer

- c) If a manning agency staff member assists a seafarer in completing a visa application, the staff person must also sign the application, and must indicate his/her name, address, and relationship to the applicant under Section 35 of the application.
- d) Liaison officers, or other manning agency staff member, must never change or alter a seafarer's application once the application has been signed by the seafarer. If an incomplete application is not accepted at the drop box window, the application must be returned for the applicant to correct. It is completely inappropriate for liaison officers to add information to incomplete applications without the knowledge of the applicant, and such action may result in punitive action against the manning agency.
- e) Section 6 of the visa application form asks for the applicant's passport number. The information requested under this section specifically relates to the travel document in which the visa will be placed. Effective August 1, 2003, seafarers should possess valid passports as C1/D visas will be placed there and not on SIRBs anymore.

- f) Under Sections 28 and 29 of the visa application, all applicants must list each time they have had a visa issued, and each visa refusal.
 - g) Section 20 of the visa application asks for the address at which the applicant will be staying in the U.S. Under this section, seafarer applicants should list the port (city and state) where they will join the vessel.
 - h) Section 27 of the visa application asks if the applicant has ever been to the United States. This question is frequently not answered correctly. All applicants must list any/all visits to the U.S., **including transit stops and port visits.**
2. **Contract and Overseas Employment Certificate (OEC) approved by the Philippines Overseas Employment Agency (POEA), and a Seafarer's Registration Certificate (SRC):** The seafarer must submit originals which will be returned after the application is processed. The Embassy will not process a visa when any of these documents shows signs of tampering or alteration. The contract and OEC should be stapled together inside the back cover of the Seaman's Identification and Record Book (SIRB)- the SRC should be attached to the inside of the front cover of the SIRB. Do not attach any document other than the ones requested to the SIRB.
 3. **Seaman's Identification and Record Book (SIRB) issued by the Department of Transportation and Communications' Maritime Authority (MARINA):** It must be valid beyond the expiration date of the employment contract. Seafarers should also submit all seaman's books valid for the past ten years, and any additional seaman's book or passport which contains a U.S. visa. Seafarers should submit affidavits of loss if they are unable to submit all of these documents.
 4. **Guarantee letter from the manning agency:** All guarantee letters should be submitted in the format described in the attached instructions. Guarantee letters which are not in the correct format, or which do not include all required information, will not be accepted. Each seafarer must be issued an individual guarantee letter with each application. Photocopies or carbon copies of guarantee letters will not be accepted.
 5. **School and employment documents:** Seafarer applicants who do not qualify for the drop box and are requested to appear for an interview, should bring school transcripts, proof of training and, if available, verification letters from previous employers. Unless specifically requested, this requirement does not apply to applicants authorized to apply through the drop box.
 6. **Job descriptions:** For seafarers taking unusual or uncommon seafaring positions, manning agencies should provide a complete job description, and should also indicate whether the position is a temporary or permanent component of the ship's crew.

***American Embassy
Consular Section, Nonimmigrant Visa Unit
Manila, Philippines***

C1/D VISA APPLICATION PROCEDURES FOR SEAFARERS

Please be advised that effective August 12, 2002, seafarers seeking the following seafarer class visas (C1/D, D, B1) must have an interview if they have not previously held a US visa before. The policy is found below:

1. All seamen who have never been issued a C1/D visa or D visa or B1 visa **MUST** come in for an interview.
2. Crewlist visas can only be issued to seafarers who have previously been issued visas. Relevant visa information should be submitted in a separate attachment for the crewlist visas. Attachment should show the following information:
 - A. Visa type
 - B. Control number
 - C. Visa issuance date
 - D. Visa expiry date
 - E. Post where visa was issued

Please be advised that this information may change without prior notice. Every effort will be made to inform all manning agencies in a timely fashion.

Application Hours:

Monday through Friday (except Philippine and US holidays)
RDS Drop-box at Gate 4, Window 12, at 8:30AM
Personal interviews from 8:00 to 10:00 a.m. (except Wednesdays)

Drop Box Applications:

Seafarer applicants hired by manning agencies who are specifically authorized by the U.S. Embassy to submit applications through the drop box, and meeting the policy requirements as listed above, may arrange for courier pick-up service by calling the Seafarer Call Center at 1-909-101-0022:

Personal Appearance:

Applicants not qualified to use the drop box as described above must present Themselves for a personal interview. In addition, applicants described below must appear for a personal interview:

- All seafarer applicants who have lost, or are no longer in possession of, a previously issued U.S. visa. This includes applicants hired by manning agencies with drop box privileges.

Note: Seafarers should submit visa applications as early as possible, but at least one week before their scheduled departure. The Nonimmigrant Visa Unit will make every effort to process applications quickly. Unless advised otherwise, RDS applications will be ready for pick-up the following day. Drop-box applications should be ready for courier service delivery two working days after the applications were received.

To help streamline the process, applicants should: 1) remove any plastic covers or jackets from any seaman's books or passports submitted, and remove any excess papers; 2) staple the manning agency guarantee letter and ship clearance letter/itinerary to the back of the application form, and the POEA approved contract and Overseas Employment Certificate (OEC) to the back cover of the seaman's book.

The Embassy will not approve and process improperly documented applicants to enable them to join vessels or catch flights on short notice. The Embassy will not be responsible for delays and missed connections.

***American Embassy
Consular Section, Nonimmigrant Visa Unit
Manila, Philippines***

REQUEST FOR INFORMATION FROM MANNING AGENCIES

Please return the following information to the U.S. Embassy, Nonimmigrant Visa Unit, 1201 Roxas Blvd., Manila, as soon as possible.

1. Agency Information. List the company name, address, telephone and fax numbers. Indicate how long the agency has been in operation, and describe any current or past affiliation with any other manning agencies.
2. List all the principals for whom the agency recruits seafarers, including each principal's complete address, fax and phone numbers, and a contact person. For each principal, also list the name and type of all vessels for which the agency is authorized by the POEA to recruit seaman. Please update this list as principals and/or vessels are added or deleted from the agency's roster.
3. Submit the name, date of birth, position, address, and telephone/fax numbers for a primary contact person for the U.S. Embassy.
4. Submit the names, dates of birth, sample signatures and positions of persons in the agency who are authorized to sign guarantee letters and other official correspondence. The U.S. Embassy will keep a list of these authorized signatories and will only issue visas to seafarers with guarantee letters signed by authorized signatories.
5. Submit the names, dates of birth, sample signatures, and photographs for each of the agency's authorized liaison officers.
6. For each of the agency's executive officers, the agency's primary contact person, and all authorized signatories and liaison officers, please indicate any/all past or current affiliation with any other manning agencies.
7. Institute security features in the agency's guarantee letters which will help us identify legitimate seafarers from the agency. List these security features and provide samples. Each guarantee letter must bear a unique serial number, and must be signed by an authorized signatory. When this questionnaire is returned, the agency will be assigned a unique code. This code must also be included on the guarantee letter for each applicant.
8. Submit evidence to establish that the agency is properly licensed by the POEA.

CERTIFICATION

I, _____(name and position), representing _____

(agency name), agree to provide the information requested in this questionnaire, and to provide timely written updates to the U.S. Embassy in the event of any changes. I understand that failure to meet these terms may result in my agency losing its accreditation and ability to present applications for visas at the U.S. Embassy.

Signature:_____

Date:_____

GUARANTEE LETTER FORMAT

(PREPARE ON COMPANY LETTERHEAD)

Application serial number
Agency code

The Honorable Consul
Non-Immigrant Visa Section
Embassy of the United States of America
1201 Roxas Boulevard, Ermita, Manila

December 19, 2001

Dear Sir/Madame:

I am writing to request the issuance/renewal of a C1/D multiple entry visa for our seafarer mentioned below who will be joining our vessel.

Name of Seafarer :
Position :
Date and Place of Birth :
Seaman Book No./Validity :
Prior U.S. Visa(s), date/place of issuance :

Name of Vessel: **Type of Vessel:**
Flag of Registry: **Gross Tonnage:**
Port of Entry: **Port of Embarkation:**
Joining Date:

U.S. Agent:	Company Name	Principal:	Company Name
	Address		Address
	Phone Number		Phone Number
	Fax Number		Fax Number
	Contact Person		Contact Person

Attached please find a complete itinerary for this ship, including dates for all ports visited in the past 12 months, and projected dates for all ports to be visited in the next 6 months.

In the event the seafarer is refused entry at the final destination, we guarantee to shoulder all repatriation expenses.

Thank you for your consideration of this request.

Respectfully yours,

GUARANTEE LETTER EXAMPLE

(COMPANY LETTERHEAD)

PCIH9673523
XXX

The Honorable Consul
Non-Immigrant Visa Section
Embassy of the United States of America
1201 Roxas Boulevard, Ermita, Manila

December 19, 2001

Dear Sir/Madame:

I am writing to request the issuance/renewal of a C1/D multiple entry visa for the seafarer mentioned below who will be joining our vessel.

Name of Seafarer:	MUNOZ, Pepe
Position:	Restaurant Waiter
Date and Place of Birth:	12/15/65; Buan, Batangas
Seaman Book No./Validity:	A678907; Expires 11/27/02
Prior U.S. Visa(s), date/place of issuance:	Manila, 3/27/87, C1, Single Entry, 3 month Manila, 12/13/92, C1/D, Mult. 5 year Singapore, 1/15/97, C1/D, Mult. 5 year

Name of Vessel: MS LOVEBOAT	Type of Vessel: Cruise Ship (1230 pax)
Flag of Registry: Panama	Gross Tonnage: 70,367
Port of Entry: Detroit, Michigan	Port of Embarkation: Miami, Florida
Joining Date: December 30, 2001	

U.S. Agent:	Lane Seas	Principal:	Americana Cruises
	8095 52nd Street		3600 Bustante, Suite 201
	Ft. Lauderdale, Florida 57946		Miami, Florida 58912
	Tel: (954) 450-2109		Tel: (954) 596-2954
	Fax: (954) 450-9078		Fax: (954) 596-7810
	Ms. Maria Latimer		Mr. Lawrence Casino

Attached please find a complete itinerary for this ship, including dates for all ports visited in the past 12 months, and projected dates for all ports to be visited in the next 6 months.

In the event the seafarer is refused entry at the final destination, we guarantee to shoulder all repatriation expenses.

Thank you for your consideration of this request.

Respectfully yours,

Capt. Joshua Ahab
Crewing Manager

GUARANTEE LETTER EXPLANATION OF FIELDS

- **Application serial number** - Each guarantee letter must indicate a unique number used by the manning agency to identify each seafarer applicant
- **Agency code** - Each guarantee letter must indicate the agency code assigned by the US Embassy to each registered manning agency
- **Name of Seafarer** - The name of the seafarer as listed in the seaman's book.
- **Position** - The job or position that the seafarer will hold on the ship.
- **Date and Place of Birth** - The month, day, and year of the seafarer's birth (month/day/year). Also list the seafarer's city and province of birth.
- **Seaman Book No. /Validity** - The number and the expiration date of the seafarer's current seaman's book.
- **Prior U.S. Visa(s): date and place of issuance** - Any and all prior US visas issued to the seafarer, including the date, place of issuance, type of visa, and validity.
- **Name of Vessel** - The name of the vessel that the seafarer will be joining.
- **Type of Vessel** - The type of vessel that the seafarer will be joining. For example: supply ship, bulk carrier, seismic survey ship, tugboat, cruise ship, oil tanker, LPG carrier, etc. (Note: For a cruise ship, please state the passenger capacity of the ship.)
- **Flag of Registry** - The ship's country of registration.
- **Gross Tonnage** - The gross tonnage of the vessel that the seafarer will be joining.
- **Port of Entry** - The seafarer's port of entry (city and state) into the United States.
- **Port of Embarkation** - The seafarer's port of embarkation (city, state) on the vessel.
- **Joining Date** - The month, date, and year that the seafarer will be joining the vessel.
- **US Agent** - The agent's name, address, telephone number, fax number, and the name of a contact person.
- **Principal** - The principal's name, address, telephone number, fax number, and the name of a contact person.
- **Signature** - Each guarantee letter must be signed by an authorized signatory. The signatory whose name is on the letter must be the person who actually signs the letter.

***American Embassy
Consular Section, Nonimmigrant Visa Unit
Manila, Philippines***

- **CONTACT INFORMATION: The contact persons at the embassy for matters relating to manning agencies and seafarers are as follows:**

Vice-Consul Judy Moore Tel.: 523-1001 x 2150
Fax: 523-1215
Email: moorejs@state.gov

Vice Consul Andy Ball Tel: 523-1001 x 2150
Fax: 523-1215
E-mail: ballja@state.gov

This contact information is subject to change- please have your liaison officer check with Embassy staff periodically to verify current contact information.

- **AMERICAN EMBASSY HOLIDAY SCHEDULE: The embassy will be closed for U.S. and Philippine holidays in the year 2003 as follows:**

<u>Holiday</u>	<u>Legal Date</u>	<u>Closing Date</u>
New Year's Day (USA/PHIL)	Wednesday, January 1	Wednesday, January 1
Martin Luther King, Jr's Birthday (USA)	Monday, January 20	Monday, January 20
President's Day (USA)	Monday, February 17	Monday, February 17
Maundy Thursday (PHIL)	Thursday, April 17	Thursday, April 17
Good Friday (PHIL)	Friday, April 18	Friday, April 18
Araw Ng Kagitingan (PHIL) (Bataan & Corregidor Day)	Wednesday, April 9	Wednesday, April 9
Labor Day (PHIL)	Thursday, May 1	Thursday, May 1
Memorial Day (USA)	Monday, May 26	Monday, May 26
Independence Day (PHIL)	Thursday, June 12	Thursday, June 12
Independence Day (USA)	Friday, July 4	Friday, July 4
National Heroes Day (PHIL)	Sunday, August 31	Sunday, August 31

Labor Day (USA)	Monday, September 1	Monday, September 1
Columbus Day (USA)	Monday, October 13	Monday, October 13
All Saints' Day (PHIL)	Saturday, November 1	Saturday, November1
Veterans Day (USA)	Tuesday, November 11	Tuesday, November11
Thanksgiving Day (USA)	Thursday, November 27	Thursday, November 27
Bonifacio Day (PHIL)	Sunday, November 30	Sunday, November 30
Christmas Day (USA/PHIL)	Thursday, December 25	Thursday, December 25
Rizal Day (PHIL)	Tuesday, December 30	Tuesday, December 30
Last Day of the Year (PHIL)	Friday, December 31	Friday, December 31

Please make note of these closings and plan accordingly. This holiday schedule is subject to change in the event of holidays declared by Malacanang Palace.